



South Bay Regional Public Safety Training Consortium

3095 Yerba Buena Road
San Jose, California 95135-1598

Phone: 408.270.6458

Dean of Public Safety Training

SALARY – Admin Range-157

\$96,987.36 – \$117,888.72

DEFINITION

Under the general supervision of the President/CEO, the Dean of Public Safety Training has academic oversight of all public safety training programs including curriculum development, course approval and registration, program quality, and is responsible for ensuring compliance with Title V Education Code requirements as well as the training standards regulated by the Commission on Police Standards and Training (POST), Standards and Training for Corrections (STC), State Fire Training (SFT), local Law Enforcement Advisory Committees and the Consortium.

ASSIGNMENT

This is an exempt executive management position. General work schedule is Monday – Friday 8:00 A.M. to 5:00 P.M. Some weekend and week night hours are required. Other duties as assigned.

DISTINGUISHING CHARACTERISTICS

The ideal candidate is able to manage multiple tasks with precision and follow through. Strong communication skills, attention to detail, an astute team builder and good problem solving skills are desired. Strong knowledge and understanding of Title V Education Code regulations relating to Community Colleges is essential. An understanding of POST, STC, and SFM standards related to basic training, is preferred.

EXAMPLES OF DUTIES

Depending on assignment duties include, but are not limited to, the following:

- Serve as the Chief Instructional Officer for the Consortium.
- Oversight and review of the Consortium's instructional programs to ensure compliance with applicable laws, mandates, and requirements of regulatory entities.
- Identify and assist in acquiring instructional resources.
- Supervise the allocation and management of instructional budgets.
- Develop policies and procedures related to academic faculty and programs.
- Manage the enrollment.
- Plan, develop and carry out innovative programs to provide a rich and supportive learning environment.
- Help faculty to identify appropriate instructional strategies for various learning environments and provide the resources necessary to carry out the strategies.
- Assist in the management and registration of FTES-based instructional programs.
- Develop curriculum for submission to all participating colleges and maintain liaison with each curriculum committee.
- Administer the curriculum development, approval and review processes.

QUALIFICATIONS

Knowledge of:

- Principles of effective management, training, and evaluation
- Adult learning theory, instructional methods, techniques, and terminology

- Understanding of the Community College system including Student registration and attendance accounting procedures
- Understanding of P.O.S.T regulatory procedures
- Public sector purchasing and business procedures
- Understanding of hiring procedures for both certificated and classified employees
- Public agency training requirements and procedures
- Computer usage and network-based computer operations

Ability to:

- Manage, plan, organize, schedule and maintain accountability for training programs
- Work independently and exercise sound judgment and initiative
- Communicate effectively both orally and in writing with students, college personnel, and public agency employees
- Supervise, train and evaluate employees and facilitate recruitment and retention of quality staff
- Effectively communicate and interact with persons of diverse socio-economic and ethnic backgrounds
- Work with a significant degree of independence in carrying out assigned duties and scheduled work to effectively meet deadlines
- Liaison with partner agencies to build cooperative and effective working relationships

EXPERIENCE AND EDUCATION:

Master's Degree (from an accredited institution) and at least five years experience reasonably related to the position is required. Demonstrated knowledge of and/or experience in the public safety sector or equivalent occupation is desired.

APPLICATION REQUIREMENTS

Applications meeting required qualifications will be forwarded to the interview committee. It is the responsibility of the applicant to submit all application materials as a complete package by the closing date. Applications will not be considered unless the package includes the following required documents:

- A completed Consortium Application (available at www.theacademy.ca.gov)
- Resume listing education and experience
- Brief personal statement describing training, experience and qualifications
- Unofficial transcripts demonstrating minimum educational qualifications (official transcripts required at time of job offer)

Submit application materials to:

Michael Lombardo/Vice President of Administrative Services
 South Bay Regional Public Safety Training Consortium
 3095 Yerba Buena Road
 San Jose, CA 95135-1598
 Phone 408-270-6458 Fax 408-239-0763
 email: mlombardo@theacademy.ca.gov

Closing Date: February 20, 2010

CANDIDATES MUST ASSUME ALL TRAVEL COSTS IF INVITED TO INTERVIEW FOR THE POSITION

Racial/ethnic minorities, women, persons with disabilities and Vietnam veterans are encouraged to apply for all positions. We are an equal opportunity employer and in compliance with Title IX and Regulation 504. The successful candidate must provide the required documents of identity and authorization to work and attest he/she is authorized to work in the United States. We are unable to return or duplicate application materials.